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3 JUN 1980

MEMORANDUM FOR: Executive Officer to the DD/A
ATTENTION: Chief, Regulations Control Division
FROM: James H. McDonald
Director of Logistics
SUBJECT: Proposed Headquarters Notice: Procurement
of Supplies, Equipment, and Services
Chargeable to Fiscal Year 1980 Funds

1. Action Requested: It is requested that the attached draft concerning deadline dates for requisitions to the Office of Logistics (OL) be published as a Headquarters Notice. ☐

2. Background: This notice is required to establish realistic deadlines for the submission of procurement requests chargeable to FY 1980 funds. It is also used by requesting offices for planning the disposition of fourth quarter obligations. It has the further benefit of assuring orderly and timely completion of procurement actions prior to 30 September 1980. Any queries pertaining to this draft notice should be directed to ☐ Chief, Procurement Division, OL, on extension ☐

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/s/ James H. McDonald

James H. McDonald

Att

cc: EO/DDA

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OL/PD/cw ☐ (7 May 80)

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UNCLASSIFIED WHEN DETACHED

OL 0-2425

Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020049-3

Classification Chg per Comd - OL/PD

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ATTACHMENT

LOGISTICS □

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PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SERVICES

CHARGEABLE TO FISCAL YEAR 1980 FUNDS

1. To ensure orderly and timely completion of procurement actions for supplies, equipment, and services chargeable to funds allocated for fiscal year 1980, requisitions must be submitted to the Office of Logistics on or before the dates shown below:

<u>Types of Requisitions</u>	<u>Deadline Dates</u>
a. Contract actions for production of items under any type of sophisticated specifications (Agency and other Government agencies):	7 July 1980
b. Department of Defense and GSA supplies and equipment:	
Nonstock items	29 August 1980
Stock items	15 September 1980
c. National Security Agency supplies and equipment:	
SIGINT Category	4 August 1980
COMSEC Category	4 August 1980
Each action subject to acceptance by NSA.	

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Types of RequisitionsDeadline Dates

- d. Vehicle procurement, Sterility
Code 1, through GSA: 1980 models
from local dealers for delivery
within 2 to 4 weeks after receipt
of requisition in the Office of
Logistics in 1981 models from
manufacturer for delivery early
in calendar year 1981: 7 August 1980
- e. Declaration of Intent to renew
annual service contracts to
become effective 1 October 1980: 7 July 1980
- f. Supplies and equipment processed
through the Small Purchases Branch,
☐ Supply Division,
Office of Logistics: 15 September 1980
- g. Supplies and equipment processed
through the Procurement Division
small purchases program: 15 August 1980
- h. Supplies, equipment, or services
not falling into the above categories,
for Procurement Division or the
☐ 14 July 1980 ☐ STAT

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2. All fiscal year 1980 requisitions submitted to the Office of Logistics after the deadline dates shown above must be confirmed by a designated senior official at the directorate level. Requisitions and justifications should be submitted through normal channels. The Director of Logistics will determine whether requisitions submitted after the deadline dates can be successfully accomplished within the available time limits. Any requisition not approved will be cancelled by the Office of Logistics and returned to the requisitioner. If the materiel or service is still required, the requisitioning office must resubmit the requirement after 30 September citing fiscal year 1981 funds. ☐

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3. The submission deadline dates established above also apply to requisitions to be filled by the Office of the Office of Logistics. ☐

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DON I. WORTMAN
Deputy Director
for
Administration

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